

## Greaves Cotton Limited

### Directors' Familiarisation Programme

Pursuant to the requirements of Schedule IV of the Companies Act, 2013 and Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements), 2015, Greaves Cotton Limited ("Company") has undertaken the following actions for familiarising the Directors with the Company, its business model, the nature of the industry in which it operates, their roles, rights and responsibilities, etc.:

- All the Directors of the Company have been made aware of their role, rights and responsibilities at the time of their appointment, through a formal Letter of Appointment which also stipulates the terms and conditions of their engagement.
- The Company has laid down a very elaborate, informative and interactive induction programme for new joiners where the Directors are given an overview of the Company, its historical background, objectives, strategy, operations, people, financials, etc.
- On an on-going basis, the Company holds the Board / Committee Meetings at its plant locations. Visits of the Directors are organized at various manufacturing units of the Company after such Meetings to familiarise them with the products manufactured, the manufacturing process, R&D initiatives, etc.
- From time to time, the Directors are nominated to attend training programmes/ seminars organised by reputed institutions on the issues relating to Functioning of Boards, Internal Controls, Corporate Governance, etc.
- Presentations are made by Senior Management at the Board / Committee Meetings, giving the Directors an opportunity to interact with them. The presentations at the Meeting, inter-alia, cover the business strategies, management structure, HR matters, succession planning, quarterly and annual results, budgets, treasury policy, internal audit, risk management framework, operations of subsidiaries and associates, etc.
- Directors are informed, from time to time, about various developments in the Company through e-mails, newsletters, etc.

#### **Disclosure of the Programme:**

This Programme has been uploaded on the website of the Company for public information and a web link for the same has also been provided in the Annual Report of the Company.

#### **Details of familiarization sessions are as follows:**

Particulars	FY 2015-16	FY 2016-17	Cumulative
Number of programmes attended by Independent Directors	Four programmes on 6 <sup>th</sup> May 2015, 30 <sup>th</sup> July 2015, 2 <sup>nd</sup> November 2015 and 2 <sup>nd</sup> February 2016, inter alia, covering the Company's business.	Four programmes on 6 <sup>th</sup> May 2016, 1 <sup>st</sup> August, 2016, 5 <sup>th</sup> November, 2016 and 14 <sup>th</sup> February, 2017, inter alia, covering the Company's business and plant visit.	Eight Programmes
Number of hours spent by Independent Directors in such programmes	Around 8 hours	Around 10 hours	Around 18 hours